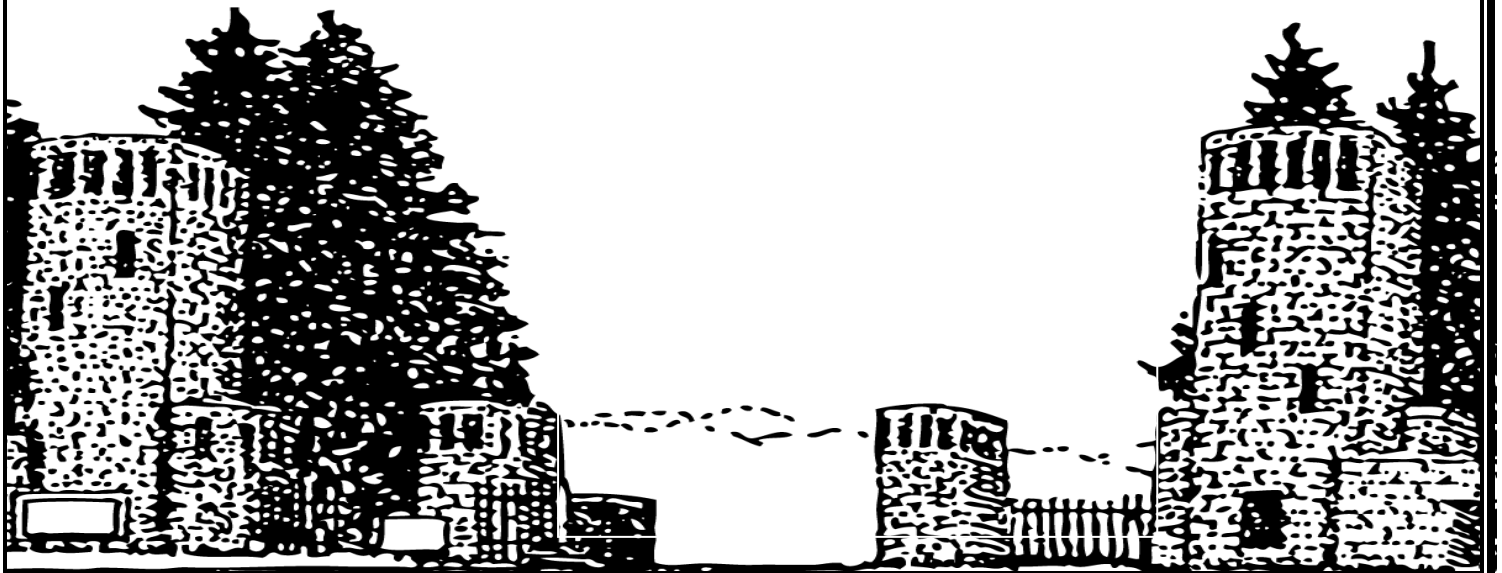




AK National Guard Human Resources Office

TECHNICIAN PERFORMANCE APPRAISAL PROGRAM



Technician Performance Appraisal Program!!

DEVELOPED BY THE HUMAN RESOURCES OFFICE

POINTS OF CONTACT

*MSgt Everett Johnson
Human Resources Specialist
Benefits & Tech Appraisals
428-6247
everett.f.johnson@us.army mil*

LEARNING GOALS AND OBJECTIVES

- Log-In and navigate the My Biz/My Workplace & Performance Appraisal Application tools
- Review mission and goals statements then write three (3) critical elements for an employee using Work Center Descriptions or Position Descriptions. Enter the critical elements into the PAA software tool
- Evaluate whether or not the critical elements satisfy either the SMART or MARST criteria by collaborating with teammates to review, revise, and finalize critical elements
- Understand what a Self Assessment is and how to write one

Implementing the Alaska National Guard Technician Performance Appraisal Program

BENEFITS

- A performance appraisal system that encourages the _____ and equitable evaluation of employees based on performance and _____.
- Program shall provide for employee _____ in program development, implementation, and application.
- A _____ ensures equitable and consistent application of, and compliance with, performance management requirements by all subordinate raters.



TPR 430

- Prescribes a _____ Rating Level Evaluation method.
- Clarifies the procedures, and requirements for documentation of the Performance Appraisal Program.
- Prescribes the use of the New _____ (Performance Appraisal), to be used with My Biz & My Workplace.
- The _____ and Responsibilities.

RATING OF RECORD

Average Rating Range	Rating of Record	Rating of Record Descriptor
4.51 to 5.00	5	Outstanding
3.51 to 4.50	4	Excellent
2.51 to 3.50	3	Fully Successful
2.00 to 2.50	2	Marginal
1 on any critical element	1	Unacceptable

Critical Element #1 = 5

Critical Element #2 = 5

Critical Element #3 = 4

Critical Element #1 = 3

Critical Element #2 = 2

Critical Element #3 = 1

WHAT CAN YOUR RATING OF RECORD MEAN

Performance Rating	Employees are eligible to receive...
5 - Outstanding	Quality Step Increase (GS Only) Sustained Superior Performance Time Off Award
4 - Excellent	Sustained Superior Performance Time Off Award
3 - Fully Successful	Sustained Superior Performance Time Off Award
2 - Marginal	Counseling, Mentoring, Coaching Increased Supervisory Assistance
1 - Unacceptable	Performance Improvement Plan (PIP)



VALUED PERFORMANCE SHOULD BE REWARDED

WHAT CHANGES

- Annual Appraisal Cycle: _____
- Minimum of _____ Critical Elements
- Mandatory Supervisory “Critical Element”
- Rating of Record: Level 1 thru Level 5
- Mandatory _____ Review
- Self Assessment
- New NGB Form 430 (Performance Appraisal)
- PAA accessed through _____ & _____

WHAT DOES NOT CHANGE

- The _____ Ratings and Periods
- Supervisor _____ Performance Plans
- Below Fully Successful or Unacceptable Performance
- Performance Improvement Plans (PIP)
- The _____ Process



MATCHING EXERCISE

Benefit	TPR 430 National Guard Technician Performance Appraisal Program
NGB Form 430	Employees narrative of accomplishments
Outstanding	Higher level review that ensures fair and equitable evaluations for employees based on performance
Performance Improvement Plan	Below fully successful performance for one or more critical elements
Regulation	My Biz
Self Assessment	Automated Performance Appraisal form
Critical Element	Critical elements are written this way
SMART/MARST	Receive then when performance is Unacceptable
Marginal	An expression of performance expectations in the performance plan
Supervisors Access	My Workplace
Employee Access	Rating of Record 5

My Biz / My Workplace
PAA Software Familiarization!!

WHAT IS MY BIZ?

- A _____-_____ application that allows technician employees to:
 - _____ & _____ your own personal technician employment information 24/7
 - _____ some of your personal information
 - _____ your own SF 50s
- Employees can VIEW:
 - _____ information
 - Position information (current and _____)
 - Salary info
 - Awards and _____ info
 - Benefits
 - Performance _____
 - Personnel Actions

WHAT IS MY BIZ?

- Employee can MAINTAIN:
 - _____ and National Origin designation
 - Handicap code
 - Phone numbers
 - Email address****
 - Foreign Language _____
 - _____ Contact information
 - Education & _____*
 - *Must be validated by HRDS

WHAT IS MY WORKPLACE?

- A self-service application that allows _____ of technicians the ability to _____:
 - Employee personnel information
 - Personnel _____ that have processed on their employees
- My Workplace also allows supervisors to _____ & _____ Performance Appraisal information
- Anyone who supervises _____ gets a My Workplace account
- Nightly interface with DCPDS to update and create accounts

Supervisors can _____ the following:

- Position information (current & historical)
- Salary information
- Awards & Bonuses
- Performance info
- Appointment info
- Personnel Actions

Organizational Goals and Objectives!!

ORGANIZATIONAL GOALS AND OBJECTIVES

- **Mission:** an operation or duty assignment that is assigned by a higher headquarters
- **Derived from:** introduction paragraph of the employees position description

Surface Maintenance Mechanic Supervisor

• **INTRODUCTION:** This position is located in the Joint Forces Headquarters—State, Logistics Directorate (J-4), Surface Maintenance Facility. **The purpose** of this position is to supervise workers directly or through subordinate leaders and/or supervisors in accomplishing work of the function. Plans work operations of great scope, complexity, and administrative authority. Determines the sequence, priority, and time for performance of operations within the limits of broad work schedules and time limits. The occupation and non-supervisory grade level which best reflects the nature of the overall work operations supervised is Surface Maintenance Mechanic, WG-5801-11.

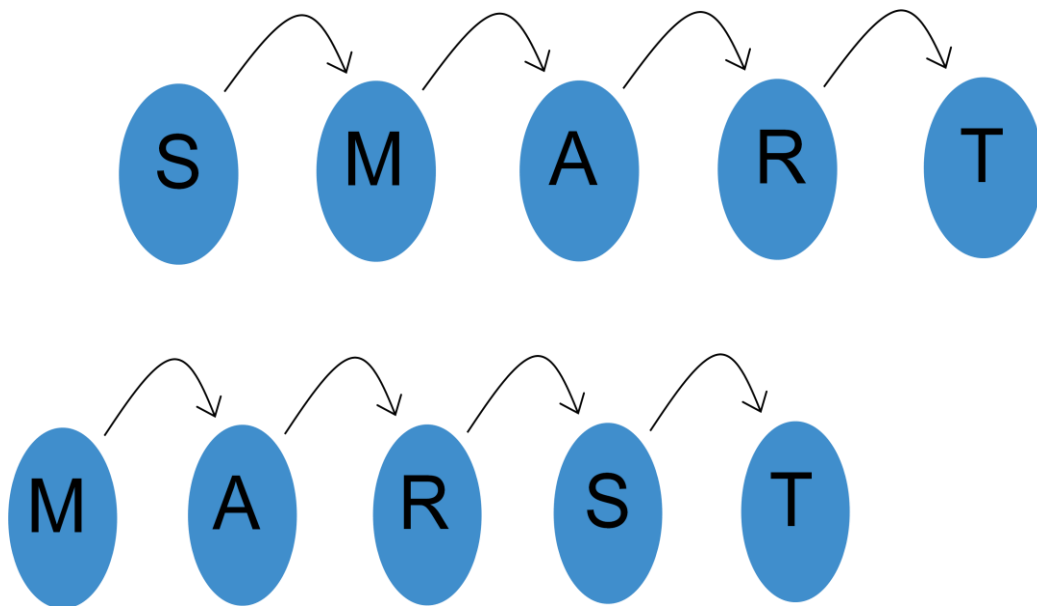
• **Mission Objective:** IOT ensure successful and efficient operations of the FMS; determines, directs, and supervises (directly or indirectly) the sequence, priority, and time performance of assigned operations.

**MISSION - AN OPERATION OR DUTY ASSIGNMENT
THAT IS ASSIGNED BY A HIGHER HEADQUARTERS**

Writing Effective Critical Elements!!

REQUIREMENTS FOR CRITICAL ELEMENTS

- Critical elements must be linked to the mission.
- Minimum of _____ critical elements.
- All supervisors have a _____ critical element.
- Critical elements must be in either the _____ or _____ format.



DEVELOP CRITICAL ELEMENTS USING THE SMART FORMAT

- _____ is a framework for developing (and evaluating) Critical Elements

___pecific

___easurable

___ligned

___ealistic/Relevant

___imed



CRITICAL ELEMENTS ARE SPECIFIC

- Define an observable action, behavior, or achievement
- Link to a level of performance, frequency, percentage, or other number
- Are specific regarding the description of the result (not the activities to achieve that result)

S M A R T



CRITICAL ELEMENTS ARE MEASURABLE

- Provide a method to allow tracking, recording, and validation of quality of a specific behavior, action, or outcome
- Define:
 - Quantity (how many)
 - Time (how long)
 - Quality (how good)
 - Resources (how much)

S M A R T



CRITICAL ELEMENTS ARE ALIGNED

- A direct connection is made between the employee's work, unit's goal, and the organization's mission
- Critical Elements ensure all are working toward shared goals
- All critical elements in the organization pull in the same direction
- Managers/supervisors need understanding of their own goals, objectives and critical elements before they can work with their employees to establish theirs

S M A R T



CRITICAL ELEMENTS ARE REALISTIC/RELEVANT

- Realistic: Goals and objectives achievable with the resources and personnel available, and within the available time
- Relevant: Goals and objectives are important to the employee & organization
- Responsibility must be appropriate to employee's grade

S M A R T



CRITICAL ELEMENTS ARE TIMED

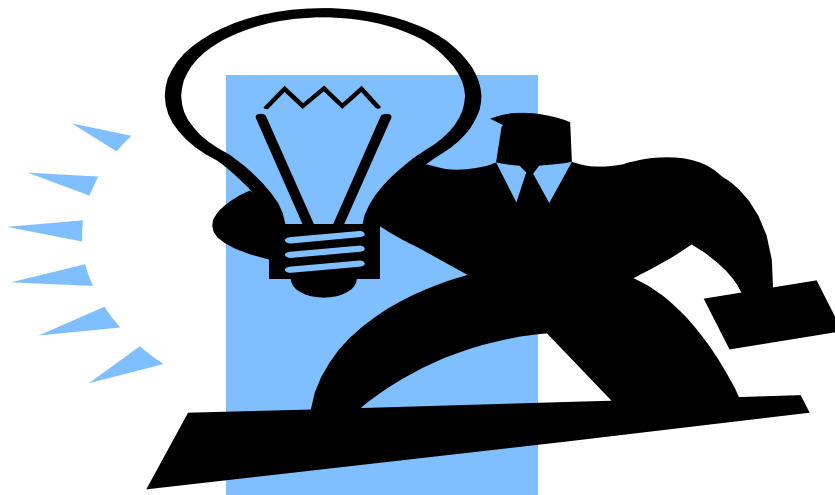
- Established start and/or end dates are defined
- Specific dates (e.g., March 15) are preferred over relative descriptions of time (e.g., 6 months)
- Milestones can be included

S M A R **T**



QUESTIONS TO CONSIDER

- Are the critical elements vague?
- Can the critical elements be measured or verified?
- Are the critical elements too complex or unnecessarily long?
- Does each critical element have a timeline?
- Do the critical elements emphasize appropriate aspects of the work?
- Are there too many or too few critical elements?



CRITICAL ELEMENTS ARE NOT TASK DESCRIPTIONS

Critical Elements:

- Focus on the results and contribution
- Describe “what” the person will accomplish
- Employee responsible for outcome

Task Descriptions:

- Focus on the tasks or activities completed
- Describe “how” the person will do the work
- Manager ultimately responsible for the outcome

• ADDITIONAL CONSIDERATIONS FOR WRITING CRITICAL ELEMENTS

- ARTICULATE EXPECTED RESULTS
 - ABSOLUTE STANDARDS
 - TOTALITY APPROACH
- LENGTH OF CRITICAL ELEMENTS

Technician Performance Appraisal Program Critical Elements!!

Example: SMART/ MARST Critical Element

- *Complete the installation of 150 new computers in the DOIM Office, by 30 September.*
- *Provide a monthly progress report, with information on completed work and anticipated obstacles, in the last week of each month.*
- *Ensure that the DA Form 2062 issuing the new computer to the PC user is signed by the user and forwarded to the Property*

Specific Example

Provides accurate and timely advice and guidance on an “as needed basis” ***to headquarters staff and managerial accountants in the field – resolving normal issues/inquiries*** in 5 – 7 business days, for more complex situations an initial response should be given in 5 – 7 business days and updated until resolved. Provides responses to questions and inquiries covering a variety of policies and directives that require the correct application of accounting principals, theories, concepts and practices to financial processes to produce accurate results and meet legal requirements.

Measurable Example

Provides ***accurate and timely advice*** and guidance on an “as needed basis” to headquarters staff and managerial accountants in the field – resolving normal issues/inquiries in ***5 – 7 business days***, for more complex situations an initial response should be given ***in 5 – 7 business days and updated until resolved***. Provides responses to questions and inquiries covering a variety of policies and directives that require the ***correct*** application of accounting principals, theories, concepts and practices to financial processes to produce ***accurate results and meet legal requirements***.

Be Realistic: Align duties with position

- **GS07** – Under limited supervision provides accurate and timely advice and guidance on an “as needed basis” to headquarters staff and managerial accountants in the field – resolving normal issues/inquiries in 5 – 7 business days. Prepares responses for supervisor’s review, to questions and inquiries covering a variety of policies and directives that require the correct application of accounting principles, theories, concepts and practices to financial processes to produce accurate results and meet legal requirements.
- **GS11** – Provides accurate and timely advice and guidance on an “as needed basis” to headquarters staff and managerial accountants in the field – resolving normal issues/inquiries in 5 – 7 business days, for more complex situations an initial response should be given in 5 – 7 business days and updated until resolved. Independently prepares responses to questions and inquiries covering a variety of policies and directives that require the correct application of accounting principles, theories, concepts and practices to financial processes to produce accurate results and meet legal requirements.

Writing Effective Self Assessments!!

SELF ASSESSMENT

- _____ for yourself is an opportunity to highlight your most _____ achievements, offer your _____ on your performance, and present details of achievements and obstacles overcome.
- You will NOT be rated on your _____.
- Review _____ of your work.
- Establish a _____.
- Follow the _____ format.





Exercise 1

Rank and rate the self assessments from 1-4, 1 being the best.

Position: Budget Analyst

Job Objective: By September 30, review and analyze between 20 and 25 budgets and associated reports to identify areas that require attention and additional work. As a result of this effort, budgets will be accurate and submitted in a timely manner, which allows the organization to have the resources necessary to accomplish its goals. Budgets are reviewed and analyzed IAW JFMN Regulation 37-02.

_____ **1. Self Assessment:** For Fiscal Year 2010, I was at work on time every single day with the exception of the few times that my child was sick. I did not take any sick days, I came into work even when I was not feeling well because I believe in the mission. I track all the money that comes in and out and make sure that we do not go over in any areas. When it is time to purchase office supplies, I always made sure to wait for a sale and utilize my military discount to save the organization money. I rarely take lunch breaks or my 15 minute breaks. I only leave my desk when I have to use the restroom, and I try to run there and back.

_____ **2. Self Assessment:** For fiscal year 2010, I reviewed 30 budgets and associated reports for the assigned departments. I selected and applied appropriate analytical methods and techniques to research and analyze available information and evaluate results for possible affects on program plans and funding. I analyzed trends and data information independently for each budgeted line item relative to the allotted budget, the amount of money spent, and the spending over same period last year. I also reviewed and analyzed continuing changes in program plans and/or funding throughout the year and recommended adjustments to budget estimates. I worked closely with project managers, technical subject matter specialists, management/program analysts, personnel management specialists, and other budget and financial analysts at various levels to obtain required financial information, review associated staffing and organizational needs, and conduct special studies of funding requirements to ensure the availability of funds. I identified areas that were underfunded and assisted managers in forecasting their budget for the next year.

_____ **3. Self Assessment:** I was publicly recognized during a conference and by a personal note from the Commander for the outstanding administrative and logistical support provided by my team which contributed to the overall success of annual conference. We stayed within budget and that lead to the overall success of the organization. I identified a 40 percent savings in capital equipment expenditures for the installation, a 10 percent savings in operating expenses, and a 5 percent savings in personnel expenses, and budgets were accurate and submitted in a timely manner that allowed the organization to have the resources necessary to accomplish its goals.

_____ **4. Self Assessment:** I am the hardest working employee in the budget section. All my numbers add up and I always have money left over by September 30th. I am awesome to say the least.

NICE TO KNOW!!



MY BIZ/MY WORKPLACE USER GUIDE



MY BIZ/MY WORKPLACE USER GUIDE

A step-by-step guide for logging into
My Biz/My Workplace through the
DCPDS Portal

MY BIZ/MY WORKPLACE USER GUIDE



MY BIZ & MY WORKPLACE HOW DO I GET THERE?

- ◉ DCPDS Portal:
<https://compo.dcpds.cpms.osd.mil>
- ◉ Register your CAC first!
- ◉ *****USE SSN WITH HYPHENS***** as your default user-ID
- ◉ Additional resources:
<http://www.cpms.osd.mil/hrbits/selfservice.aspx>
 - Contains User guide, FAQs, etc.

MY BIZ/MY WORKPLACE USER GUIDE

The screenshot shows the DCPDS Portal login page in a Microsoft Internet Explorer browser window. The address bar displays <https://onpop.dcpds.cpms.osd.mil/>. The page title is "Login : DCPDS Portal - Microsoft Internet Explorer provided by MN-ARNG DODM". The main heading is "DCPDS Portal".

1. Enter web address (save to Favorites) - A red arrow points from this callout to the address bar.

Common Access Card (CAC) Access
First time CAC users, Non-CAC users with newly issued CAC and CAC name changes must select the "CAC Registration" button before "Login" button.

Authorized Non-CAC Login
Authorized Non-CAC users must select the "Non-CAC Registration" button before "Login" button. Select the "Reset Password" button to reset your password.

Reporting Problems
For personnel data concerns in "MyBiz", contact your Servicing Human Resources Office.
For technical problems with the application, select the [Contact List](#) for your organization's computer support Help Desk.

CPMS Contact Information
Department of Defense
Civilian Personnel Management Service
HR Business Information Technology
Solutions Division - HR-BITS
1400 Key Boulevard, 8-200
Arlington, VA 22209-5144
Email: hr-bits@cpms.osd.mil

Logins: CACRegistration, Login, Non-CAC Registration, Reset Password, Login.

Logins Help

Logos: DCPDS MYBIZ SELF SERVICE HR MY PERSONNEL INFORMATION, DCPDS MYWORKPLACE SELF SERVICE HR MY PERSONNEL INFORMATION.

2. Click "CAC Registration" - A red arrow points from this callout to the "CACRegistration" button.

***NOTE: After the initial CAC registration process, you'll click Login to enter in the future** - A red arrow points from this callout to the "Login" button.

[Privacy Act](#) | [Accessibility](#) | [Privacy and Security Policy](#)

3

MY BIZ/MY WORKPLACE USER GUIDE

Account Registration : DCPDS Portal - Microsoft Internet Explorer provided by MN ARNG BOM

File Edit View Favorites Tools Help

Address <https://compos.dcpds.cms.osd.mil/oa/eq/register.jsp> Go

DCPDS CAC Registration

To register or update your CAC Certificate information to an HR/MyBiz/MyWorkplace application, read the Privacy Act Statement below and follow the instructions below.

Privacy Act Statement

Authorized: 5 USC 301, Department Regulations; Title 5, USC Chapters 11, 13, 29, 31, 33, 41, 43, 51, 53, 55, 61, 63, 72, 75, 83, and 98; and Executive Order 9397.

Purposes: To authenticate the identity of individuals seeking access to their personnel data for purposes of ensuring that only authorized persons may process applications and view data pertaining to them. To permit authorized individuals to view their data for purpose of verifying its accuracy and to update the data when it is not current or is inaccurate. To audit user access to ensure that access is only granted to users that are authorized access to the information.

Routine Uses: To a Federal, state, or local agency, as necessary and when the intended disclosure is for a purpose compatible with the purpose for which the information was collected, on personnel and related matters involving the individual about whom the information pertains.

Disclosure: Voluntary. Failure to provide the requested information will result in a delay or termination of your request. If you terminated, you will not be able to view and verify your data and you will not be able to update your data via this website.

CAC Registration

Welcome WELLS DANELLE M

Enter your SSN/LN Employee ID Number and select the "Register" button to register your CAC. Select the "Cancel" button to return to the DCPDS Portal Page.

Important SSN/LN Employee ID Numbers are masked as an additional security measure for your personal protection.

* Use hyphens in the SSN/LN Employee ID Number if applicable.

SSN/LN Employee ID Number:

Confirm SSN/LN Employee ID Number:

CAC Re-Registration

Done Internet

4

3. Enter SSN with hyphens twice

Click Register

Your name should appear here

MY BIZ/MY WORKPLACE USER GUIDE

https://compop.dcpds.cpmc.esd.mil/portal/page/portal/DCPDSPORTAL/DirectEnterEBISUserName - Microsoft Internet Explorer provided

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Home

Address http://compop.dcpds.cpmc.esd.mil/portal/page/portal/DCPDSPORTAL/DirectEnterEBISUserName

Go

DCPDS
DEFENSE ONLINE
PERSONNEL DATA SYSTEM

DCPDS Portal

To validate an HR/MyBiz/MyWorkplace account exists for you, enter the required information below and select the "Submit" button

****You must complete and submit this information to finalize the Registration process.****

**** Important **** Usernames and SSN/UN Employee ID Numbers are masked as an additional security measure for your personal protection.

Use your HR/MyBiz/MyWorkplace log in screen "User Name". Use hyphens in the Username field if applicable.

HR/MyBiz/MyWorkplace Username: [Masked]

Confirm HR/MyBiz/MyWorkplace Username: [Masked]

Submit Return to Main Portal Page

Privacy Act Statement

Authorities: 5 USC 301, Department Regulations; Title 5, USC Chapters 11, 13, 29, 31, 33, 41, 43, 51, 53, 55, 61, 63, 72, 75, 83, and 99; and Executive Order 9397.

Purposes: To authenticate the identity of individuals seeking access to their personnel data for purposes of ensuring that only authorized persons may process applications and view data pertaining to them. To permit authorized individuals to view their data for purpose of verifying its accuracy and to update the data when it is not current or is inaccurate. To audit user access to ensure that access is only granted to users that are authorized access to the information.

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Disclosure: Voluntary. Failure to provide the requested information will result in a delay or termination of your request. If your request is terminated, you will not be able to view and verify your data and you will not be able to update your data via this website.

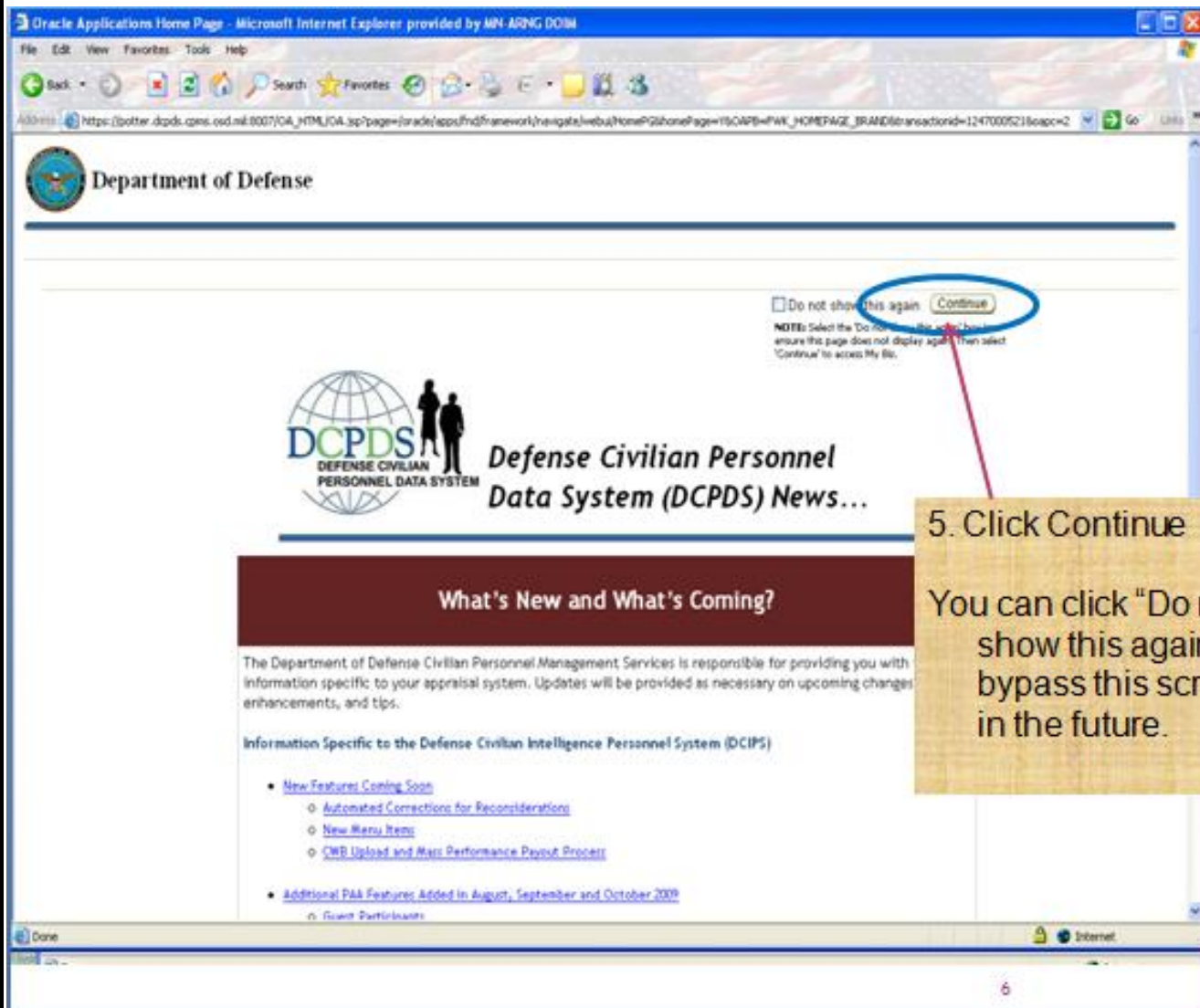
4. Enter SSN with hyphens again (unless you've been given a unique username by the HRS(IS) – this is rare).

Click Submit

Done Internet

5

MY BIZ/MY WORKPLACE USER GUIDE



MY BIZ/MY WORKPLACE USER GUIDE

Oracle Applications Home Page - Microsoft Internet Explorer provided by MN-ARNG DOI

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Home

Address https://potter.dcpds.opm.osd.mil:8007/OA_HTML/OA.jsp?page=/oracle/apps/fnd/framework/navigate/webui/homePG/homePage=19/CAPP=FWK_HOMEPAGE_BRAND6_p=124700052330apc=3 Go

Department of Defense

KEMBiz ICEPAA V3 Logout Preferences Oracle Help

Navigator

My Biz Please select a responsibility.

My Biz and associated tool pages are web-based tools created by the Department of Defense (DoD) as part of the Defense Civilian Personnel Data System (DCPDS) to allow DoD personnel access to and management of their personal personnel records. The DoD MyBiz and associated tools can be accessed only by authorized DoD personnel within a .mil or dodea.edu network. The DoD MyBiz tool has no association with any private or other enterprise using "MyBiz" in whole or in part as a title or logo.

Favorites Edit Favorites

After using your browser to access DCPDS, close all of your browser windows and restart a new browser session. Sometimes the browser can hold that information in memory (e.g. cache, etc) and some web sites know where to look to find it. For more information [Click here](#)

New Update Your Completed Training Via Self Service

Common Access Card (CAC) Login Information

CPMS does not maintain Federal Long Term Care Insurance and Flexible Spending Account Programs.

- [CPMS Homepage](#)
- [Federal Employees Dental and Vision Insurance Program](#)
- [Federal Long Term Care Insurance Program](#)
- [Flexible Spending Account](#)
- [MyPay](#)
- [OPM Health Benefits Homepage](#)
- [OPM Homepage](#)
- [OPM Life Insurance Homepage](#)
- [OPM Retirement Homepage](#)
- [SF382](#)
- [TSP Homepage](#)
- [USA Jobs](#)

Done Internet

7

6. Click on the My Biz (or My Workplace - supervisors only) link to enter

MY BIZ/MY WORKPLACE USER GUIDE

Oracle Applications Home Page - Microsoft Internet Explorer provided by MN-AIRNG DOIIM

File Edit View Favorites Tools Help

Address: https://patter.dcpds.qms.ced.mil:8007/JOA_HTML/JOA.jsp?OAFunc=OAHOMEF4G23a1RegionApplicationId=03na+Respld=556448na+ResplAppId=80013na+SecGrpId=08btransactionId=1247000521soapw5

Department of Defense

My Biz My PAA V2 Logout Preferences Oracle Help

Navigator

My Biz

My Biz
My Information
Update My Information
Performance Appraisal Application (PAA)

My Biz and associated web pages are web-based tools created by the Department of Defense (DoD) as part of the Defense Civilian Personnel Data System (DCPDS) to allow DoD personnel access to and management of their personal personnel records. The DoD MyBiz and associated tools can be accessed only by authorized DoD personnel within a .mil or dodea.edu network. The DoD MyBiz tool has no association with any private or other enterprise using "MyBiz" in whole or in part as a title or logo.

7. From here you can view or update your information and enter the Performance Appraisal Application (PAA)

Favorites

Edit Favorites

After using your browser to access DCPDS, close all of your browser windows and restart a new browser session. Sometimes the browser can hold that information in memory (e.g. cache, etc) and some web sites know where to look to find it. For more information [Click here](#)

Update Your Completed Training Via Self Service

Common Access Card (CAC) Login Information

CPMS does not maintain Federal Long Term Care Insurance and Flexible Spending Account Programs.

- CPMS Homepage
- Federal Employees Dental and Vision Insurance Program
- Federal Long Term Care Insurance Program
- Flexible Spending Account
- MyBiz
- CEM Health Benefits Homepage
- CEM Homepage
- CEM Life Insurance Homepage
- CEM Retirement Homepage
- SEIS2
- TSP Homepage
- USA Jobs

Done

Internet

8

MY BIZ/MY WORKPLACE USER GUIDE

Oracle Self Service Human Resources: My Information - Microsoft Internet Explorer provided by MN ARNG DDM

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Home

Address https://potter.dgds.cms.osd.mil:8007/OA_HTML/OA.jsp?page=/jcr/dodhr/oracle/apps/per/selfservice/mybiz/webui/CvMyInfoPrivacyPG2.js=114069096language_code=US&CAFPID=10057786CAFPID=Ca Go Links

Department of Defense

Wells, Danielle Marie

GENERAL INFO: The information is current as of today's date.

Organization JOINT FORCE HQ - MN NGARWBIAEA 01
Position 70307000.ADMINISTRATIVE
ASSISTANT.415829.NGAR.TECH
Total Salary [REDACTED]
Email Address [REDACTED]

Job Title Miscellaneous Clerk & Assistant (0303)
Grade/Pay Band GS-07
Step or Rate 01
Office Symbol

[ICE MyBiz](#) | [ICE PAA V3](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Oracle Help](#)

[Appointment](#) | [Position](#) | [Personal](#) | [Salary](#) | [Benefits](#) | [Awards and Bonuses](#) | [Performance](#) | [Personnel Actions](#)

Information displayed in this section is based on changes to either the Position, Organization, Location, Grade, Job or Assignment Status.

Details	Effective Date	Job	Grade/Pay Band	Step or Rate
Show	19-Jul-2009	Miscellaneous Clerk & Assistant (0303)	GS-07	01

[View Emergency Contact Information](#)

Retained Grade Details

Date From	Date To	Retained Grade	Retained Step or Rate	Retained Pay Plan	Retained Pay Table ID	Retained Pay Band	Temporary Promotion Step
No results found.							

[Appointment](#) | [Position](#) | [Personal](#) | [Salary](#) | [Benefits](#) | [Awards and Bonuses](#) | [Performance](#) | [Personnel Actions](#)

[ICE MyBiz](#) | [ICE PAA V3](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Oracle Help](#)

Done

Internet

9

➤ This is a view of the "My Information" screen

Navigate to each area by clicking the links on top or bottom

Always Logout when finished

MY BIZ/MY WORKPLACE USER GUIDE

➤ This is a view of the new "PAA" main page

Performance Appraisal Application (PAA)
Version 3.0

ICE MyBiz ICE PAA V3 Home Logout Preferences Oracle Help

PAA Main Page Provide Guest Feedback **My Journal**

Employee

Performance Appraisal Application Main Page

Warning: The Performance Appraisal Application is designated for sensitive unclassified personnel information only. Do NOT enter classified information in this system. Unauthorized release of classified information is a violation of law and may lead to prosecution.

From the Main Page, you can create, update and view your Performance Plans; view and print part or an entire plan after it is created; and track the status of a plan. You can also search for plans by selecting the 'Show Completed Plans/Appraisals' link located at the bottom of this page.

To create a Performance Plan:

- Select 'Choose a Plan Type'
- Select Appraisal Plan Type
- Select the 'Go' button

To complete other actions described above:

- Select an option from the Action column
- Select the 'Go' button

Create a new performance plan here

My Journal Feature — this is a private tab you can use to keep track of accomplishments, projects worked on, etc. throughout the year.

Important: To become familiar with the columns, select the 'Need Help?' link.

Appraisals of Wells, Danelle Marie

Table Size 10

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
No results found.									

Select the link to search for completed plans.

[Show Completed Plans/Appraisals](#)

PAA Main Page | Provide Guest Feedback | My Journal | ICE MyBiz | ICE PAA V3 | Home | Logout | Preferences | Oracle Help

10

MY BIZ/MY WORKPLACE USER GUIDE



FAQS

- **What is my user-ID/password?**

- The default is your **SSN with dashes** – you should only need this on your initial login until you register your CAC.

- **Why can't I see a see a My Workplace link?**

- Do you supervise technicians? If yes, contact HRO to make sure your organization's hierarchy is correct. If no, you will not have a My Workplace account.

- **Why can't I see all of my employees?**

- *Only technicians* will show up in My Workplace. If you have technician employees that aren't visible, contact HRO for steps on updating your organization's hierarchy.

- **Why can't I update my information?**

- To update information you must click the "**Update My Information**" link. Clicking on "My Information" is *view only*.

EXAMPLE PD

INTRODUCTION

This position is located in a Company/Battery/Troop or Detachment size unit of the Army National Guard. Primary purpose of this position is function as the assistant to the full-time support member responsible for preparation, documentation, and management of military training for the organization.

DUTIES AND RESPONSIBILITIES

1. Prepares training plans, directives, procedures, reports, and assessments for the unit and individuals assigned. Assists in the preparation of individual training records, operation orders, mobilization plans, SOP's, and readiness reports. Assists with preparation for unit yearly training workshops and monthly unit training meetings. Prepares training schedules and plans for approval of commander and higher headquarters. Maintains training guidance and documents as required by higher headquarters. Prepares training and evaluation outlines and lesson plans. Prepares automated requests for orders. Prepares correspondence for approval by commander or higher level supervisor. Assists in the coordination of training programs for the unit to include the scheduling of training areas, obtaining equipment and other materials required for testing of personnel and training scorer/evaluators or test officers. Procures, designs, reproduces, and distributes a variety of training aids, map overlays, and transparencies that are necessary to unit personnel for the efficient operation and training of the unit.
2. Assists, as required, with the administration of the military school program of the unit. Assists in the accountability of school quotas, training support man days and other training resources as allocated to the unit. Prepares and forwards requests for training for unit members ensuring applicants are eligible to attend the school requested and all prerequisites have been met. Prepares or requests the appropriate personnel actions (e.g. ASI or MOS award) upon completion of required training and other qualifications).
3. Prepares requests for equipment and training support from higher, adjacent, and other military commands. Required, as directed, to operate and maintain indoor firing range facility. Assembles and maintains statistics on weapons qualification, crew qualifications/table certifications, Army Physical Fitness Test, weight control, Common Task Testing, Military Occupational Skill Qualification and other critical data as required. Assists in the training of unit leaders on how to maintain leader books and other training material as directed by the command.
4. Assists, as required, in a variety of community support functions such as, armory security coordination with police, suitability investigations, armory rentals, and unit participation in community celebrations, or fund raising drives, etc. As directed, attends meeting as a representative to effectively coordinate the National Guard's participation in civic activities.

EXAMPLE PD

INTRODUCTION:

This position is located in a National Guard Surface Maintenance Facility. Its purpose is taking charge of and independently operating a stockroom or storage yard for tools and parts used in a trades operation; determining, identifying and selecting for issue items described by users in terms of their intended usage; recommending possible substitutes and interchangeable items; determining work sequences, methods, procedures, and techniques for setting up and shifting storage locations; and determining when tools and equipment should be routed to appropriate shops for test, repair, or calibration. May direct and oversee the work of other assigned lower graded personnel where the function is too small to support a full supervisor.

DUTIES:

1. Identifies user's tools, parts, equipment, and requirements and requisitions stock as needed. Watches and reports items that are in short supply because of breakage or because they are frequently out for repair. Recommends possible substitute or interchangeable items. Sets up and maintains storage locations. Determines methods of storage, identification, and stock location, considering such factors as temperature, humidity, height and weight limits, turnover, floor loading capacities, space available, and convenience of handling items. Compiles records concerned with quantity, cost, and type of material received, stored, and issued in a department, establishment, account, or on a particular job.
2. Prepares periodic inventory and determines the basis for over, short, or misplaced items by checking such references as out-for-repair, issue, and turn-in records maintained in the tools and parts room. Compiles reports of use of stock handling equipment, adjustments of inventory counts and stock records, spoilage of or damage to stock, location changes, and refusal of shipments.
3. Ensures that tools and equipment are maintained in good condition by performing visual and operating checks, taking measurements with such devices as calipers, and receiving reports from users on the nature and extent of damage to tools and equipment. May make minor repairs to tools and equipment, determine when damaged and inoperative items are too costly to repair, and report damaged or worn-out equipment to superiors.
4. Determines stock replenishment levels for centrally controlled supplies and other material within funding limitations. Assures that supplies and monies are not wasted through excess accumulation, and that items are on hand in sufficient quantities and at the time required. In addition to established guides and formulas, determines quantities required and timely stock replenishment.
5. Receives a wide variety of supplies and specialized items requiring special handling. Ensures that received items are properly stored in assigned locations. Reviews requisitions for completeness and compliance with regulations, and revises quantities ordered based on number on hand. Recommends substitution when supply items are not available.

EXAMPLE CRITICAL ELEMENTS

- Complete the installation of 150 new computers in the DOIM Office, by the second week of September.
- Provide a monthly progress report, with information on completed work and anticipated obstacles, in the last week of each month.
- Ensure that the DA Form 2062 issuing the new computer to the PC user is signed by the user and forwarded to the Property Book Officer in 2-3 workdays of signature
- Establishes and maintains a system to manage course planning, scheduling of resources, advertising and publicizing training opportunities, registering and documenting instances of training in DCPDS each FY, IAW TPR 400.
- Provides advice and assistance to managers and supervisors on HRD Issues and career counseling to technicians regarding T&D Opportunities each FY, IAW TPR 400.
- Within the next six months, the employee will define requirements for customer for an access system; develop a proposed systematic solution to meet requirements; and obtain computational processes, and quality assurance procedures.
- By the end of the second quarter of the fiscal year, reduce the rejection rate for registration forms from the 2006 FY reported level of 8 percent to a maximum of five percent, by redesigning the registration form.
- Confirm that each computer being installed has been properly configured with Windows XP Professional and Microsoft Office Professional. On the job training will be provided to each PC user on the operation and functionality of both Windows and Office with an explanation of the differences.
- Assist analysts in running reports from the database and compiling accurate equipment data for weekly metrics report to include distributions of equipment by scheduled date of delivery and location.
- Confirm that each installed computer has been configured with Windows XP Professional and Microsoft Office Professional. On the job training will be provided to all users and provide a clear understanding of the programs.
- Assists the HR Manager in extracting weekly, bi-weekly, quarterly and annual reports from 15 databases that identify WGI, FEHB, FEGLI, LQA, and TSP mismatches. Distribute reports to appropriate personnel and provide personnel with weekly suspenses. The data identified in error must be corrected in the database within 2-3 of determination. If error impacts employee pay or benefits, prepare "payroll workaround" and coordinate with payroll, so employees' pay or benefits are further impacted.
- Maintains supervisors travel schedule and work plans on a regular basis. Schedules travel plans within 48 hours of request. Update calendar if appointments change or need to be made. Documentation filing must be accomplished at the end of every day so other staff members will always have access to the most current information. Attend weekly staff meeting – prepare staff meeting notes, make copies, and distribute to all staff members.

Example Critical Elements Cont:

- Mission of organization is to enhance our customers' business by providing the very highest quality products and services possible. Our customer support strategy is based upon total, no-compromise customer satisfaction and we continually strive to offer a complete package of up-to-date value added solutions to meet our customers' needs. We value all our long-term customer relations.
- To bring together appropriate health, medical, research, political, and insurance division of all governmental concerns to focus on finding a cure for emphysema and related diseases. Promote actions, which would bring about more specifically effective treatments.
- The mission of organization is to provide our federal workforce with the necessary tools, counseling, grants, student loans, etc., regarding education. Provide the highest quality products and services as possible. Customer satisfaction is very important and we will strive to offer a complete package of up to date information to meet our customers' needs.
- As directed, and IAW local procedures, recovers, and evaluates damaged/inoperable vehicles and equipment for salvage. Employs necessary equipment to safely facilitate towing or lifting to move and secure equipment.
- As directed, and IAW plans and published standards; lays out work from blueprints, sketches, drawings and work orders, repairs, modifies and fabricates all types of metal and alloy parts and equipment by use of electric, gas or insert gas-shielded welding processes. Responsible for determining work sequence; selects proper materials and processes to be applied; sets up and adjusts equipment, and uses templates in measuring, marking, scribing and cutting. Has the ability to weld, in vertical, horizontal, flat and overhead positions, items of various sizes and shapes, frames, flame-cuts, beads, heat-treats, pressure and tack welds. Uses hand and power tools of the welding trade. All welds are subject to final X-ray analysis, magnaflux inspection, dye check, water or gas tight pressure and other tests. DA Forms 2404/2407 AHN-018 are completed and turned in. No more than two pieces of equipment should be return from QA due to improper repair or installation during rating period.
- IAW AR, local regulations, shop SOP, and directives, shop personnel and actions must comply with safety procedures. Responsible for maintaining a clean work area; inspects the shop area for hazards. Safely handles objects weighing up to 9 kilograms (20 pounds) and occasionally objects weighing up to 23 kilograms (50 pounds). No "lost time" accidents due to failure to observe safety procedures or correct safety hazards. Work area and tool will be cleaned daily.
- As directed, guides skill development of helpers through demonstrating proper maintenance procedures, responding to questions, and providing the helpers increasingly more difficult tasks. Successfully completes at least one training demonstration during the rating period.

What is a Self Assessment?

A self assessment allows the employee the opportunity to describe how his or her accomplishments met the critical elements and performance standards and contributed to the achievement of the organization's mission and goals. It should provide the supervisor with a clear picture of your performance and achievements during the rating period.

Self Assessments are optional but highly encouraged. You may submit a self assessment at the interim performance review (usually at the midpoint of the rating cycle) and at the end of the rating cycle as part of your annual performance appraisal.

Getting Started... Before you begin to record your performance accomplishments, you must have a clear understanding of what your supervisor expects of you. "Performance Expectations" include, written critical elements and performance standards, but also other regulations, policies, procedures, guidelines, processes that you are expected to follow in performing your assignments. Be sure that you understand these expectations—ask questions if you do not.

Establishing a Recording System

Create a system for recording your accomplishments. Identify the critical element which is linked to the accomplishment.

Some suggestions include:

- E-mail Folder (keep separate folder for performance related items)
- Word Document, updated as needed
- Notes on Planner or Calendar
- File folder(s) to maintain copies of documents

What to Keep...

- Maintain a file of work products. (E.g.: copies of reports, studies, advisories, operating procedures, training materials or other documents you developed.)
- Statistical data or other metrics which apply to your work.
- Copies of letters, memos or email correspondence which express thanks or praise for a service or product you provided. Correspondence which documents your role in resolving a complex or controversial issue should also be maintained.

Writing Your Self Assessment: Enter your self assessment (interim and annual) into the automated Performance Appraisal Application Tool.

1. Limited Space in the Automated Tool
 - Interim Review: 1000 characters
 - Annual Assessment: 2000 characters
2. Review your critical elements.
3. Review your record of accomplishments -- determine which are the most and significant in terms of contribution to the mission and organizational goals.
4. Have at least one accomplishment for each critical element. It is also possible that a single accomplishment may apply to more than one critical element.

Characteristics of Significant Accomplishments:

- Difficult
- Controversial
- One of a Kind
- First Time
- High Visibility
- Large Volume of Work
- Short Deadlines
- Competing Priorities
- Require Innovation
- Scope and Impact

Use the STAR Format:

- S.** What **Situations** did you face?
- T.** What **Tasks** did you accomplish?
- A.** What **Activities or Actions** did you take?
- R.** What were the **Results** of your efforts on the mission or organizational goals?



Sample Critical Element

Critical Element #1 Action Officer for planning and organizing the Annual Regional Director's Conference, scheduled 15 Aug 2010 for 100 executives. Responsible for independently researching and coordinating with internal and external agencies to procure lodging, conference facilities, IT audio/media support, an administrative team, and transportation; ensuring requirements do not exceed planned 15K budget. Develops a conference planner to update supervisor of progress bimonthly (Oct – Mar); biweekly (May – Jul) ; daily 1-14 Aug. Report or refer complex situations to supervisor within 2 days of incident, and daily email updates until resolved. Prepares and submits a written project after-action report within 5 workdays after the end of conference, and contract close-outs.

Sample Self Assessment

Critical Element #1: Action Officer for the 2010 Annual Regional Director's Conference. I led the team which planned the annual regional directors' conference. I negotiated with the hotel for a reduced room rate and free meeting room. I drafted the meeting agenda which was approved by the Director. I arranged for guest speakers and assigned sponsors for each of them. I reviewed all materials prior to printing to ensure accuracy and proper format and arranged for reproduction despite reduced funding and a shortened deadline. I was publicly recognized during the conference and by a personal note from the Deputy Director for the outstanding administrative and logistical support provided by my team which contributed to the overall success of annual regional director's conference.

Summary: The employee self assessment is a critical part of the Performance Appraisal Program. It provides an opportunity for you to highlight your significant accomplishments in terms of your critical elements.

- It requires focusing on results, i.e., impact on organizational mission and goals.
- The **substance** of your self assessment is more important than your writing style.
- Your self assessment is reviewed by your rating official and is considered by your supervisor in preparing your annual assessment.
- The self assessment also provides an opportunity for communication between you and your rating official on your performance, on his or her performance expectations and on recommendations for improving your self assessment for the next rating period.

Self Assessments... are recorded in the Performance Appraisal Application tool, accessible via DCPDS My Biz and My Workplace.

Please contact your local Human Resources Office for assistance with the Performance Management program or the Performance Appraisal Application (PAA) tool.

Journal

Self Assessment

Documenting everything an employee accomplishes during the appraisal period is not expected. Employees are encouraged to keep a journal throughout the appraisal period to record significant activities as they occur. The journal makes the self assessment activity easier to complete and keeps the self assessment specific and relevant to critical elements.

Documenting Tips:

1. Spend 15 minutes each Friday to review and record the week's accomplishments and short falls.
2. Devote an hour during the last week of the month to a similar analysis of the month's successes and failures.
3. Commit a day at the middle and end of the performance cycle to review weekly and monthly results.
4. To facilitate writing your self assessment, consider maintaining a record of your achievements throughout the entire year.

Highlight your most significant achievements for the week or month: _____

Make the connection between what you did and why that helps your organization: _____

Cite instances where your actions or conduct exemplified your critical elements: _____

Describe areas of your job in which you have grown significantly, made progress on past challenges and/or have been able to use new learning's for professional growth:_____

Describe any notable obstacles you encountered in fulfilling the expectations of your position during the week or month. Can you suggest ways to remove those obstacles? Did you?

What are the areas in which you would like to grow professionally and what kind of support, training and/or resources would you need?_____

[illegible]